

# **Bylaws of KENWOOD HUG-PTO**

## **Article I. Name.**

The name of this organization shall be the Kenwood HUG-PTO (hereinafter referred to as "Kenwood HUG-PTO" or "HUG-PTO").

## **Article II. Purpose.**

The Kenwood HUG-PTO is a domestic nonprofit corporation formed for charitable and educational purposes including, for such purposes, to represent the educational concerns of the parents and/or guardians and faculty of Kenwood Elementary School (Clawson, Michigan) students; to raise and manage funds to provide supplemental equipment and materials for the school; to raise and manage funds to provide activities for faculty, parents, students and joint parent-student participation that complement student academics and support the mission of Kenwood Elementary School (Clawson, Michigan); and to make distributions to organizations that qualify as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or any other corresponding section of any future Federal Tax Code or other organizations or causes, as agreed to by the Board members of the HUG-PTO.

## **Article III. Membership and Dues.**

- A. Any parent, legal guardian, or other adult either standing in loco parentis of one or more current or incoming students of Kenwood Elementary School, any Kenwood Elementary School staff member, and any Clawson Public Schools Board of Education Trustee/Member is eligible to become a Kenwood HUG-PTO member.
- B. If eligible, an individual can become a HUG-PTO member by completing the annual (school year) membership form and paying the annual membership dues.
- C. Paid memberships are active for one school year for those eligible adults listed on the membership form.
- D. Kenwood HUG-PTO membership dues will be established annually by the Board members elected to represent the HUG-PTO the following school year no later than the month of July prior to the upcoming school year. The respective membership dues amount will be announced no later than the final meeting of the HUG-PTO in the prior school year.

#### **Article IV. Officers and Elections.**

- A. Executive Board/Officers. The Executive Board of the Kenwood HUG-PTO shall consist of the following officers: one (1) President or two (2) Co-Presidents; one (1) Vice President or two (2) Co-Vice Presidents; one (1) Treasurer; and one (1) Secretary or two (2) Co-Secretaries. The School Principal of Kenwood Elementary school, or his/her designee, is also considered a voting member of the Executive Board.
- B. Qualifications. Any HUG-PTO member in good standing may become an officer of the HUG-PTO. In addition, any HUG-PTO member desiring to run for an officer position on the Executive Board must have submitted a Volunteer Background Check with either the office staff of Kenwood Elementary School or the Clawson Public Schools administrative office with no past criminal activity being revealed from such check.
- C. Nominations and Elections. Elections will be held at the second to last meeting of each school year. As outlined in Article IV(B), any HUG-PTO member in good standing may become an officer of the HUG-PTO through the nomination of a fellow HUG-PTO member at the meeting prior to the election. At the second to last meeting of the school year, nominations may also be made from the floor. Voting shall be by voice vote unless more than one person is running for an office. If more than one person is running for an office, a ballot vote shall be taken. If all offices are not filled, nominations and/or elections shall take place at subsequent meetings. If all offices are not filled prior to the end of the current school year, the operations of the Kenwood HUG-PTO shall cease for the next school year until such time as an individual or individuals fulfill any vacant Executive Board officer position(s).
- D. Term of Office. The term of office for all Board members is one year, beginning the first day of summer recess (for the school year immediately following) and ending the last day of school for the school year elected.
- E. Duties and Compensation.
1. Executive Board. Executive Board members shall develop the HUG-PTO's annual budget and establish and oversee working groups and/or volunteers to conduct the activities of the HUG-PTO and establish fundraising programs. No Executive Board member shall receive any form of compensation, directly or indirectly, from the HUG-PTO.
  2. President or Co-Presidents. Preside at general HUG-PTO meetings and Executive Board meetings. He/she/they serves as an official representative(s) of the HUG-PTO. He/she/they, along with the Treasurer, ensures completion of the annual reporting requirements of the State of Michigan and the maintenance of the non-profit/tax-exempt status with the Internal Revenue Service.

3. Vice President or Co-Vice Presidents. Oversee the committee/volunteer system of the HUG-PTO, assist the President/Co-Presidents and preside at meetings in the absence of the President/Co-Presidents.
  4. Treasurer. Serve as custodian of the HUG-PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit (through the contracting of an independent accountant), facilitate the filing of annual federal tax return (through the contracting of an independent accountant), hold all financial records, and assist the other Executive Board members, as needed. He/she, along with the President, ensures completion of the annual reporting requirements of the State of Michigan and the maintenance of the non-profit/tax-exempt status with the Internal Revenue Service.
  5. Secretary or Co-Secretaries. Manage communications and marketing for the HUG-PTO including, but not limited to HUG-PTO meeting agendas and minutes, newsletters, email distributions, website, etc., and assist the other Executive Board members, as needed.
- F. Vacancies. In the occurrence of a vacancy of the President's office, if there is one (1) President, the Vice President or one (1) of the Co-Vice Presidents will become President. If there are two (2) Co-Presidents and one (1) Co-President seat becomes vacant the other Co-President will become President. In the occurrence of a vacancy in any other office, including the Vice President(s) position, if fulfilling the vacancy of the office of President, members will fill the vacancy through an election at the next regular meeting.
- G. Removal from Office. Officers can be removed from office with or without cause by a two-thirds (2/3) vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

#### **Article V. Working Groups or Committees.**

- A. Membership. Working groups or "committees" may consist of HUG-PTO members and Board members.
- B. Standing Working Groups. The following working groups or committees shall be held by the HUG-PTO:
  1. 5th Grade Year-End Celebrations. Coordinating graduation ceremony with staff, purchase of gift(s), picnic and any other related items or tasks.
  2. Book Fair. Through Scholastic or otherwise, parents and staff will coordinate seasonal book fairs or sales that benefit the Kenwood Library/Media Center and classroom libraries.

3. Box Tops. Through “Box Tops for Education” (<http://www.boxtops4education.com/>), “tops” will be solicited by Kenwood families and staff and submitted to each respective organization in exchange for monetary donations or gifted items to the HUG-PTO.
4. Bulletin Board. Seasonally or as otherwise desired or requested by staff, families shall decorate or embellish the front, welcome bulletin board to the left of the Kenwood office door. Families expending costs to do such, may seek pre-approval for monetary reimbursement for supplies by the Executive Board (i.e., to insure availability of funds).
5. Christmas in Clawson Craft Show. Each Clawson Public School is asked to be responsible for specific tasks for the Christmas in Clawson Craft Show each November. Two Kenwood parents must be available the Friday before and Saturday of the Show in order for the Kenwood HUG-PTO to receive a 20% portion of the proceeds raised for CPS schools during this event. If no parents coordinate the assigned tasks on behalf of Kenwood Elementary, the HUG-PTO will not receive its portion of the proceeds and that amount will be distributed in equal amounts to the other schools.
6. Cultural Enrichment Programs. Kenwood families are responsible for scheduling culturally enriching, character building and fun assemblies -- whether for the entire student body or specific grade levels -- on a monthly basis, or as otherwise agreed with school administrators and/or staff, that complement the goals and mission of Kenwood Elementary and are within the annual financial budget allotted for such programs.
7. Fall Festival or Fair. Each September, the Kenwood HUG-PTO organizes and hosts a family festival or fair that is “free” (entrance/admission) to the community. Each festival or fair may include different activities, food and/or fundraising opportunities (such as corporate sponsors, tin can raffles, etc.), as agreed by school administration/staff and the Executive Board.
8. Fall Fundraiser. Each September or October, the Kenwood HUG-PTO hosts a fundraiser – in 2014 and 2015, this was a Fun Run. Kenwood parents organize such a fundraiser with school administration and staff in order to financially benefit the HUG-PTO according to the budget set for the school year.
9. Family Entertainment. Each year, the Kenwood HUG-PTO hosts family events that are “free” (entrance/admission) to all Kenwood families and staff. Such events may include dances, movie nights or otherwise, as agreed to by the Executive Board and school administration/staff. These events shall be organized within the financial budget approved for each school year.

10. Field Day. In coordination with Kenwood’s gym teacher, administration and staff, the Kenwood HUG-PTO assists in coordinating matching t-shirts for students, staff and volunteers and provides lunch for students, staff and volunteers on Field Day.
11. Green School. Through the Michigan Green Schools Program (<http://www.michiangreenschools.us/>), Kenwood families coordinate Kenwood Elementary’s annual renewal of its “Green School” designation.
12. Head Room Parents. In coordination with the Executive Board and school office (utilizing membership and/or volunteer forms), Kenwood parents coordinate Room Parents, hosting a brief meeting in September (or as soon as possible, thereafter) to explain the responsibilities of Room Parents, any financial reimbursement procedures by the HUG-PTO, if available that school year, and ideas for classroom holiday parties along with following up throughout the year of needs, ideas or otherwise.
13. Holiday Shop. In coordination with school administration and staff, Kenwood parents organize a week-long “Holiday Shop” in December where students are provided with a wide assortment of holiday gifts at a range of affordable pricing (\$.50 to \$12, or as agreed otherwise).
14. Kenwood Gear/T-Shirts. In coordination with the Executive Board and school administration, Kenwood parents organize the sale of t-shirts and other “spirit” wear and gear.
15. Memberships. In coordination with the Executive Board and school administration and staff, Kenwood parents organize opportunities to encourage Kenwood families and staff with HUG-PTO membership.
16. Popcorn Sales. In coordination with school administration, Kenwood parents organize monthly (or otherwise agreed) sales of freshly popped popcorn for the financial benefit of the HUG-PTO.
17. School Beautification. Kenwood parents coordinating the efforts of all Kenwood families and staff to ensure the grounds and/or building of Kenwood Elementary remain presentable (i.e., landscaping, etc.).
18. School Sign. Kenwood parents coordinating the exterior, front sign announcements with office staff ensuring current information is displayed.
19. Teacher Appreciation. Kenwood families coordinating Teacher Appreciation Week (most often the first week in May) events, such as a staff luncheon and gifts.

20. Teacher/Staff Luncheon (Last Day of School). Kenwood parent coordinating a catered lunch for teachers and/or all staff the last day of school.
21. Volunteer Coordination. Kenwood parents assist the Executive Board in coordinating all Working Group members.

Additional working groups may be added each school year, at the discretion of the Executive Board, such as Art to Remember; Detroit Tiger Fundraiser, etc.

## **Article VI. Meetings.**

### **A. General Meetings.**

1. Meeting Schedule and Purpose. HUG-PTO meetings of the general membership shall be held monthly during the school year or at the discretion of the Executive Board for the purpose of conducting the business of the HUG-PTO.
2. Attendance and Voting. General meetings are open to all active members, those eligible for membership, as well as any member or administrator from the Clawson Public Schools Board of Education serving as a liaison to the Kenwood HUG-PTO. Each current HUG-PTO member is eligible to vote on items requiring such action. Absentee or proxy votes are not allowed.
3. Quorum. The majority of members in attendance who are present for a vote along with at least two members of the Executive Board shall constitute a quorum for the purpose of voting.
4. Non-Members. All non-member groups and/or individuals desiring to address the Kenwood HUG-PTO must present a request to a member of the Executive Board. A member of the Executive Board may approve or reject the request and a reply will be issued to the individual making the request. Information from non-member groups or individuals may be distributed at Kenwood HUG-PTO meetings with Executive Board approval and in compliance with Clawson Public Schools policies.

### **B. Special Meetings.**

1. Executive Board Meetings. At least one (1) meeting of the Executive Board shall be held annually to plan and prepare the annual budget for the next school year and financial fiscal year.
2. Special Board Meetings. At the discretion of the Executive Board, special meetings may be convened for any reason requiring the attention of and/or decisions to be made by the Executive Board.

## **Article VII. Financial Policies.**

- A. Fiscal Year. The fiscal year of the HUG-PTO begins July 1 and ends June 30 of the following year.
- B. Banking. All funds shall be kept in a checking account at a local financial institution in the name of the Kenwood HUG-PTO with a minimum of three Executive Board members being named as authorized signatories on such account. Two authorized signatures of Executive Board members shall be required on each check issued by the Kenwood HUG-PTO. A savings account at a local financial institution in the name of the Kenwood HUG-PTO may also be maintained for the purpose of a “rainy day” fund and/or any special projects being managed by the HUG-PTO with the same requirements as outlined for the checking account.
- C. Reporting. All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The Treasurer shall also prepare a comprehensive fiscal year-end (July 1 through June 30) financial report. The HUG-PTO shall arrange an independent review of its financial records each year through the facilitation of an annual audit (through the contracting of an independent accountant). The Treasurer shall also facilitate the filing of annual federal tax return (through the contracting of an independent accountant).
- D. Ending Balance. The organization shall leave a minimum of \$4,000 in the HUG-PTO bank accounts at the conclusion of each school. A year-end financial report, as described in Article VI(C) above, shall be provided to the incoming Executive Board prior to July 31 following the school year immediately concluded.
- E. Contracts. Contract signing authority is limited to the President or the President’s designee. Any commitments requiring a contract on behalf of the Kenwood HUG-PTO shall be approved by the President or the President’s designee (e.g., an event vendor, cultural enrichment performer, etc.) prior to securing such commitment.

## **Article VIII. Bylaw Amendments.**

Amendments to these Bylaws may be proposed by any HUG-PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. A two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to these Bylaws.

## **Article IX. Dissolution.**

- A. Notice. The Kenwood HUG-PTO may be dissolved following a two-thirds (2/3) vote of members present at the meeting in which a vote for dissolution was held. Written notice of such dissolution to the HUG-PTO general membership

shall be provided with a minimum 21 calendar days prior to dissolution date by the Executive Board.

- B. Financial Distribution. In the event of dissolution of the Kenwood HUG-PTO, any funds remaining shall be donated to the Kenwood Elementary School.
- C. State and Federal Reporting. In the event of dissolution of the Kenwood HUG-PTO, the current Executive Board shall facilitate official reporting to the State of Michigan and/or federal United States governments (i.e., Internal Revenue Service), pursuant to current legal requirements at the time of dissolution.

**Article X. Parliamentary Authority.**

The authority for the Kenwood HUG-PTO shall be the current version of *Robert's Rules of Order*.

These foregoing Bylaws were amended and adopted on June 3, 2020.

*/s/ Angela Hamilton*  
Angela Hamilton  
President